

Employer Child Care Assistance Partnership

Information for Employers

The Employee Child Care Assistance Partnership (ECCAP) program is a public/private partnership between an Employer, their Employee, and the State to contribute to a family's cost of quality child care. The Employer will agree to contribute to the total child care costs and make a payment directly to the Child Care Provider. The State will match the contribution (based on household income and size) and pay the Child Care Provider a matched amount up to 100% but no less than 50%. The Employee will be responsible for any remainder of the child care payment. The Employer and Child Care Provider must operate in the State of Kentucky, but the Employee may live outside Kentucky.

The Employer will initiate the process online at: <https://kynect.ky.gov/benefits/s/eccap-program>. The first step to apply online is to set up a Kentucky Integrated Child Care System (KICCS) portal account and a Kentucky Online Gateway (KOG) account. After the Employer and the Employee have a KICCS and KOG account, the employer will be able to submit their part of the DCC-600, Employee Child Care Assistance Partnership Application and Contract. After the Employer submits Section I of the application, the Employee will submit Section II, and the Child Care Provider will submit Section III of the DCC-600. After each section is submitted the party responsible for the prior section will need to notify the next party to complete their portion of the DCC-600. The Employer shall be the primary source of information and shall provide verification of employment, and the employee's income.

Employers preferring to apply via paper application will follow the directions found at <https://kynect.ky.gov/benefits/s/eccap-program>. If utilizing the paper application, the Employer will be responsible for submitting all 3 sections of the application. The Employee and Child Care Provider will fill out Section II & III respectively. The Employer will be responsible for returning the complete 3-page contract back to the State at PartnershipChildCare@ky.gov, fax 502-564-3464 or mail Division of Child Care 275 East Main St, 3 C-F, Frankfort, KY 40621.

Once the application is submitted, the State has 30 days to render an eligibility decision. After reviewing the submitted application, if further information is needed the State will return the contract to the Employer for corrections. Upon receiving a returned contract for further information, the Employer has 10 business days to respond. Failure to respond within 10 business days will result in the denial of the application. A DCC-605, Employee Child Care Assistance Partnership Notice of Action, will be sent to all parties notifying of the approval, denial, or termination of an ECCAP application.

The Employee may facilitate the Employer/Child Care Provider relationship by providing contact information. Each party is responsible for payments established by the contract. The Employee will be responsible for any amount not covered by the Employer/State match. The State is not involved in the payment process outside of the State contribution.

An individual may not be eligible to apply as more than one party to the contract. One person cannot be the Employer and Employee or be the Employer and be a responsible adult in the Employee's household.

The Cabinet will give priority to employers located in child care deserts and employers contributing at least 33% of the eligible child care costs. In each fiscal year, 25% of the total fund for ECCAP will be designated to small business employers.

If an Employee's income is below 85% SMI, they will be referred to the Child Care Assistance Program (CCAP) and the ECCAP application will be denied. Employees working in a regulated child care program will also be referred to the CCAP program as they are eligible for CCAP with the child care employee income exclusion. These persons would apply for CCAP at [Kynect.ky.gov](https://kynect.ky.gov)

Family Size	85% SMI/Monthly
2	\$4639
3	\$5731
4	\$6822
5	\$7914
6	\$9005
7	\$9210
8	\$9414
Over 8	Add \$205 for each household member

The State match amount is based on the Employee's entire household income. All responsible adults' income in the household must be verified. A responsible adult is defined as a natural/adoptive parent, step parent, legal guardian of child, or spouse of an

individual caring for a child in loco parentis. Self-employed household members will provide the most recent tax documents. All household members will need to be listed in the employee section, including all children in the home, regardless of their need for child care.

If the Employer's contribution covers the total cost of child care, a state match will not be necessary.

If child care is not needed at the start of the fiscal year, the child care provider may note the date the enrollment will begin thus the date payments will begin. Contracts covering multiple children will have the payments applied to the youngest child first and any remaining match amounts will be applied to the next oldest child. If an Employee utilizes multiple Child Care Providers, the youngest child will have the contribution applied to their Provider first and any remaining funds will be applied to the next oldest child's Provider. Multiple Providers will result in a contract having multiple Provider sections of the DCC-600. DCC will work out the payment details for multiple children or multiple providers and communicate payment breakdown on the DCC-605 for all parties.

If payments are for a school year (ex. 10 months), the Child Care Provider would reflect the months payments are needed. Otherwise, payments will run from the start date of the contract until June 30th or the contract end date. Tuition changes will not affect the contractual contribution amounts for the duration of the contract.

The Employer, Employee, or Child Care Provider may request the contract be terminated for any reason and must notify all parties with a specific end date that is no sooner than 2 weeks from the date of notice, unless the Child Care Provider gives consent to an earlier termination date. All parties are financially obligated up to the date of termination. A DCC-605 will be sent to all parties upon termination.

All parts of the contract will remain in place for the approved State fiscal year, (July 1- June 30), unless the contract is terminated by one or more parties. The Child Care Provider may contact the State to terminate the contract if the Employer fails to pay the agreed upon contribution or if the Employee fails to pay the remaining costs. The Child Care Provider must notify the State within 5 business days if the Employer fails to make the payment. After receiving the notification, the State will cease providing the State match and will notify the Employer that the contract will be terminated unless the Employer remedies the nonpayment within 5 business days of receipt of the notification. If the Child Care Provider fails to make this notification and receives a State match, the Child Care Provider must reimburse the State for the overpayment.

An ECCAP contract will be terminated if the Child Care Provider ceases to be a licensed/certified provider or ceases to participate in the All-STARS program.

The Employer must terminate the contract if the Employee is no longer employed. The Employer must notify the State of the Employee's termination within 3 business days and the contract is terminated on the calendar date provided by the Employer in the notification. If the Employer fails to notify the State and a State match is issued to the Child Care Provider, then the Employer must reimburse the State for the overpayment.

Any changes to the agreed upon terms of the contract will terminate the contract.

Reapplication is needed each year to continue participation in the ECCAP program. Employers with existing contracts may apply April 2nd of each year for continued participation for the upcoming State fiscal year beginning July 1st. New Employers may apply May 17th of each year for the upcoming state fiscal year beginning July 1st.

Tax credit or incentive questions should be directed to the Employer's tax professional.

Any party to this contract may request an administrative hearing regarding an eligibility or payment determination within 30 days of adverse action by contacting the Office of the Ombudsman and Administrative Review, Quality Advancement Branch, 209 St. Clair Street, Frankfort, KY 40601.

Questions can be directed to ECCAP staff by contacting PartnershipChildCare@ky.gov

ECCAP Provider Portal User Guide

*User Guide for
Employers,
Employees, and
Providers*

Employers

Employers participating in the Employee Child Care Assistance Partnership (ECCAP) submit Contracts and receive documentation via the KICCS Provider Portal. Employers start the application process by creating a Contract, followed by the employee and provider submitting the applicable sections.

Pre-Requisites

A Kentucky Online Gateway (KOG) account is required for accessing the KICCS Provider Portal. See the KICCS Portal User Guide for instructions to create an account and request roles if you have not completed this step. Division of Child Care (DCC) will create an Employer/Business record for the business participating in the Contract. This Employer/Business will be associated with the employer's KOG account as part of the account approval process.

The employee must also have an approved KOG account before an ECCAP Contract can be initiated. The employee's KOG email address is needed when creating the Contract.

The employee must sign into KOG and open Provider Portal prior to the employer beginning the Contract.

Home screen

The Provider Portal Home screen includes a navigation menu on the left with access to the ECCAP My Contracts screen. Messages display in the main portion of the screen followed by a workbasket at the bottom.

Home

Billing forms are not yet available for processing.

Should you have any questions regarding this message or any other issues, please contact the KICCS HelpDesk by email at CHFS.KICCSHelpdesk@ky.gov or by phone:

- (502) 564-0104, option 6 (Frankfort area local calls)
- (866) 231-0003, option 6 (toll free)

Best Regards,
The KICCS Team

Beginning December 1, 2022, CCAP payments will be paid based on Enrollment not Attendance. Children who attend a childcare facility in November will be paid based on the enrollment on the CCAP certificate that is prefilled on the Provider Billing Form (PBF).

All providers, Licensed, Certified and Registered, will submit the PBF blank, unless the prefilled codes do not accurately reflect the child's schedule and an exception needs to be made. Exclusions to this rule are listed below in the "Flex Schedules" and "ITCS Centers" sections.

Exceptions/Care Schedules

- An exception is a change to the preprinted schedule on the PBF. Exception codes will be used if the prefilled schedule is different than the child's actual schedule.
 - o For example, the prefilled schedule is a 1 but the child's actual schedule is part day. The provider will enter a 2 in the Provider Exception box.
- Exception codes that will be used while paying based on enrollment are:
 - o 1= Full Day
 - o 2= Part Day
 - o 43=Holiday Code
 - o 55=No payment requested (to follow 60/65, if center is closed other than one of the 10 holidays allowed, or if care schedule is incorrect for child's needs)
 - o 60= Last Day Attended
 - o 65= Last Day Attended, Non-Payable Day

Enrollment ending codes 60 (child's last day/payment is requested) and 65 (no payment requested) require a code 55 to be filled in all boxes after the 60 or 65 to prevent overpayment.

- If a child's care schedule is incorrect on the certificate, it will be incorrect on the PBF. Parents should be advised to contact the DCBS Family Support office to have incorrect care schedules corrected.
- When receiving a new certificate for signatures, do not sign and return the certificate if the care schedule is incorrect as the billing process will be incorrect.

Flex Schedules

All flex schedule enrollments will need to be coded according to the child's actual attendance using codes 1 and 2. If a Flex schedule PBF is left blank then a payment will not occur.

School Age Enrollments

School age children should be on a regular school schedule (part days when school is open and full day when school is closed) unless they attend 5 or more hours per day or attend during non-traditional hours.

ITCS Centers

Infant/Toddler Contract Slot participants will need to use the special 700 codes when submitting the PBF to ensure correct payments. The 700 codes will only need to be used for those children/slots enrolled in the ITCS program.

Important Copay Information

Previously, the Division of Child Care had stated they would stop paying the parent copayments effective January 1, 2023. We're happy to announce that the decision has been made to continue covering the assessed copayment through 2023. Families are still responsible for any overages assessed by the provider.

If you have further questions, please contact: CCAPProviderPayments@ky.gov.

Due to the COVID-19 outbreak, our employees are working remotely and phone coverage is limited. For technical assistance please email the KICCS Helpdesk at CHFS.KICCSHelpdesk@ky.gov.

Assigned Providers

No Information Found

Workbasket

Filter By: Select One

Select One

Pending/Returned DCC-600 Employer

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Informational messages display on the Home screen. Many of these are instructions for child-care providers.

My Contracts

Click My Contracts in the left navigation menu to view existing Contracts or create a new Contract. Contracts may be filtered by Contract/Fiscal Year or by selecting All. Click View to display existing Contracts.

Home

ECCAP Contracts

Contract Year : All View Add New Contract

All

2023

2024

2025

Site Map | Privacy | Disclaimer | Individuals with Disabilities

The ECCAP Contracts grid displays all Contracts associated with the Employer/Business attached to the employer account.

ECCAP Contracts									
Contract Year : All View Add New Contract									
Contract No.	Employer Name	Employee Name	Provider Information	Effective Date	Expiration Date	Status	Status Date		
10098	Steph C Job	Steph EE28	Cissell STARS III - L370844	3/12/2024	6/30/2024	Approved	3/12/2024	Correspondence	

Click the Contract No. to view the Contract History Details grid or click the Correspondence link to view the Contract Correspondence Details grid.

The Contract History Details grid displays with additional details of the selected Contract. Click the Version link to view the selected Contract or click the DCC-600 link to view the Contract in PDF format.

Contract History Details									
Versions	Status	Status Date	Employer Section Status	Employer Section Status Date	Employee Section Status	Employee Section Status Date	Provider Section Status	Provider Section Status Date	
Initial	Approved	5/30/2024	Approved	5/30/2024	Approved	5/30/2024	Approved	5/30/2024	DCC-600
Amend 1	Pending	5/30/2024	Submitted	5/30/2024	Submitted	6/3/2024	Pending	5/30/2024	DCC-600

The DCC-600 link is disabled if the Contract is in Amend, Pending, Submitted, or Returned status.

The Contract Correspondence Details grid displays with all notices related to the selected Contract. Click the DCC-605 link to view the notice.

Contract Correspondence Details			
Sent Date		Contract Status	
3/22/2024		Approved	
		DCC-605	

Workbasket

Pending or Returned Contracts can be accessed via the My Contracts page (as described above) or the Pending/Returned DCC-600 Employer workbasket. The Workbasket is located at the bottom of the Home page. Select the Pending/Returned DCC-600 Employer workbasket filter to view Contracts associated with your Employer/Business when the Employer Section is in Pending or Returned status. Click the Contract No. link to open the Contract.

Workbasket						
Filter By: Pending/Returned DCC-600 Employer						
Contract No.	Employer Name	Employee Name	Status	Status Date		
10106	Steph C Job	Steph EE22	Pending	3/13/2024		

Creating a Contract

Click the Add New Contract button on the My Contracts page to create a new Contract.

Home

ECCAP

My Contracts

Contract Year :

All

2023

2024

2025

View

Add New Contract

Site Map | Privacy | Disclaimer | Individuals with Disabilities

The DCC-600 Contract Summary panel displays. These fields will populate as the Contract is completed.

The Choose Fiscal Year dropdown will always include the current state fiscal year. The dropdown will include the current and the next fiscal year between April 2 and June 30 of each year.

A warning message displays if the next fiscal year is selected. Change the selection to the current fiscal year if you want the start date of the Contract to be the date the Contract is submitted. Continue with the selection if you want the Contract to begin on July 1.

Select the Employer Name associated with your account. Contact DCC if the Employer Name dropdown does not include your business. Click the Start Contract button.

The DCC-600, Employer Section displays.

First Name, Last Name, and Employee email address are required to save. Employee email address must match the email associated with your employee's KOG account.

If the below message displays:

- Verify the email is entered correctly.
- Verify the employee's KOG account has been created and approved.
- Verify the employee has signed into their KOG account and opened Provider Portal at least once.

Try to create the Contract again after confirming the above.

The employee email must match the email address the employee used for Kentucky Online Gateway access.

DCC-600 Contract Summary

Contract ID:

Status:

Effective Date:

Employer:

Employee:

Provider(s):

Section I. To be completed only by the employer

Employee Details

*First Name: Steph

*Last Name: EE

*Is this person currently employed by you? ☐ Yes ☐ No

*Employee email address: kiccstest+steph.ee@gmail.com

A successful message displays once the Contract is saved. The DCC-600 Contract Summary panel begins populating with related data as the Contract is saved or submitted. Once the Contract is successfully saved, you may leave the page and return to finish later, if needed.

The employer section of the contract has been saved. The contract number is 10106.

DCC-600 Contract Summary

Contract ID: 10106

Status: Pending

Effective Date:

Employer: Steph C Job

Employee: Steph EE22

Provider(s):

[View Section Details](#)

Fiscal Year: 2024

Status Date: 3/13/2024

Expiration Date:

Complete all required fields, indicated with an asterisk.
You must enter wage details and/or upload 2 months of pay stubs if the employee has been employed for two or more months.

*Has the employee been employed for two or more months? ☐ Yes ☐ No

If yes, list the wages that have been paid during the previous two months or upload two months of paystubs. For self-employed individuals, please upload the most recent tax return or recent business records.

Employee Wage Details

Add Wage Info

Employee Document Upload Details

Choose File

 No file chosen

Upload File

Click the Add Wage Info button to add wage details. Click Save Wage Info to add the details to the grid. Repeat these steps to include 2 months of pay information. Click the Edit link if you need to correct any records.

Employee Wage Details

Date Received:

Gross Wages:

Hours:

Tips:

Save Wage Info

Clear

Cancel

Employee Wage Details

Edit Wage	Date Received	Hours	Gross Wages	Tips
Edit	3/1/2024	80	\$1,500.00	
Edit	2/16/2024	75	\$1,350.75	

Add Wage Info

Click Choose File to upload pay stubs. A window will open to select a file from your computer. Select the file and click Upload File to add it to the grid. Repeat these steps to include 2 months of pay information. Click the Document Name link to view the uploaded document. Uploaded files cannot be deleted.

Employee Document Upload Details

Document Name	Upload Date	User Uploaded
TestDoc.docx	3/13/2024	Steph ER5

Choose File

 No file chosen

Upload File

The “Monthly contribution toward employee's child care” is the amount your business commits to paying.

The Employer/Business Name, Phone, and Address fields populate based on the selected Employer Name and the record create by DCC. Notify DCC if any corrections are needed to this information.

Employer Details

*Does the business have less than fifty (50) employees working more than thirty-five (35) hours per week?

☐ Yes ☐ No

*Industry type:

Select One

*Monthly contribution toward employee's child care:

Employer/Business Name:

Steph C Job

*Email address:

*Total number of employees:

Physical Address:

Job 1 , Job City KY 78459

Mailing Address:

Job 1 - Mail , Job City - Mail KY 88888

Phone:

5024449999

Physical Address County:

FLOYD

Click Save once all fields are complete. Select the “I certify” checkbox to indicate the form is completed accurately. Review the Contract prior to clicking the Submit button. Click Submit once no additional changes are needed.

Warning: Any person who aids another person to obtain assistance (or benefits) fraudulently is subject to penalties provided by state law, KRS 199.990(8) including fines, imprisonment, or both.

☒ I certify that the information contained in this form is true and correct to the best of my knowledge.

*Title of person completing section:

Manager

Employer Signature:

Steph ERS

Date:

3/13/2024

Save

Submit

Clear

Cancel

Red messages will display on Save or Submit if any required fields are missing or if any data is in an invalid format. A red asterisk will display next to any field requiring correction or completion.

No selection has been made

DCC-600 Contract Summary

*Industry type:

Select One

*

A successful message displays once the Contract is submitted. Notify the employee that their section of the Contract is now available for completion.

The employer section of the contract has been submitted. The contract number is 10106.

DCC-600 Contract Summary

Contract ID:

10106

Fiscal Year:

2024

Status:

Pending

Status Date:

3/13/2024

Effective Date:

3/13/2024

Expiration Date:

6/30/2024

Employer:

Steph C Job

Employee:

Steph EE22

Provider(s):

The Contract is available for DCC to review once the employer, employee, and provider(s) have submitted each section of the Contract.

Returned Contracts

DCC may determine that more information or corrections are needed on the Contract. DCC has the option to mark a section of the Contract incomplete and return the Contract. Email notifications are sent to the portal users associated with the Contract when the Contract is returned.

Returned Contracts may be selected from the My Contracts page or the Pending/Returned DCC-600 Employer workbasket. The Contract will only display in the Pending/Returned DCC-600 Employer workbasket if the Employer section was marked incomplete.

Click the View Section Details link in the Contract Summary panel after selecting the Contract. The Section Details includes the Review Result and Review Notes when a Contract is in Returned status. The Review Notes will provide instructions from DCC for updating the Contract.

DCC-600 Contract Summary	
Contract ID: 10056	Fiscal Year: 2025
Status: Returned	Status Reason:
Status Date: 3/22/2024	
Effective Date: 7/1/2024	Expiration Date: 6/30/2024
Employer: Steph ECCAP Job	
Employee: Steph Nineteen	
Provider(s): Cissell 5 Partners (L371615)	
View Section Details	

DCC-600 Contract Summary	
Contract ID: 10056	Fiscal Year: 2025
Status: Returned	Status Reason:
Status Date: 3/22/2024	
Effective Date: 7/1/2024	Expiration Date: 6/30/2024
Employer: Steph ECCAP Job	
Employee: Steph Nineteen	
Provider(s): Cissell 5 Partners (L371615)	
Hide Section Details	
Section: Cissell 5 Partners (L371615)	Status: Returned
Review Result: Incomplete	Status Date: 3/22/2024
Review Notes: correction needed for child's start date	
Section: Employee	Status: Returned
Review Result: Incomplete	Status Date: 3/22/2024
Review Notes: proof of spouse's income needed	
Section: Employer	Status: Returned
Review Result: Incomplete	Status Date: 3/22/2024
Review Notes: Additional wage details or uploaded stubs needed.	

Complete the requested updates and click the Submit button. The Contract will be resubmitted to DCC after all incomplete sections of the Contract are resubmitted. Sections can be completed in any order when a Contract is in Returned status. For example, if all sections are marked incomplete, the provider may complete their changes and resubmit even if the employer and employee have not completed their updates yet.

Amendments

Amendments are updates to an Approved Contract. Amendment reasons include new dependent, change in household size, provider change, address/phone change or a combination of these reasons. No changes are allowed to the Employer section during an Amendment. Email notifications are sent to the portal users associated with the Contract when the status updates to Amend. This is informational for employers. No action is required.

Contract Versions

A new version of the Contract creates when an Amendment is started. The Initial version becomes read-only. This allows viewing the Contract with all details when it was initially approved and viewing the current details. The Amend 1 version becomes read-only if a second Amendment is started. Each version may be selected/viewed via ECCAP Search, Contract History Details.

Contract History Details									
Versions	Status	Status Date	Employer Section Status	Employer Section Date	Employee Section Status	Employee Section Date	Provider Section Status	Provider Section Date	
Amend 1	Pending	5/23/2024	Submitted	5/23/2024	Pending	5/23/2024	Submitted	5/23/2024	DCC-600
Initial	Approved	5/23/2024	Approved	5/23/2024	Approved	5/23/2024	Approved	5/23/2024	DCC-600

DCC-605 Employee Child Care Assistance Partnership Notice of Action

A DCC-605 generates to notify all parties when a Contract is Approved, Denied, Terminated, or Amended. The notice is mailed to the employer, employee, and provider(s) and is available on the My Contracts page in the Contract Correspondence Details panel. Email notifications are sent to the portal users associated with the Contract when correspondence is available.

Contract Correspondence Details		
Sent Date	Contract Status	
3/22/2024	Approved	DCC-605
3/22/2024	Amend	DCC-605